

X INFORMATION

TAB SECTION: 10

___ ACTION REQUIRED:

DATE OF MEETING: 2/22/08

PREPARED BY: Sheri Whitt

**DATE MATERIAL
PREPARED: 1/31/08**

AGENDA ITEM: Draft Rules of Procedure

ENCLOSURES: • Proposed Draft Rules of Procedure

OTHER MATERIAL RELATED TO ITEM:

ISSUE:

The OAC will function best when it has clearly defined rules and procedures about how it conducts its business. This will increase efficiency and allow the Commission to spend more time on its oversight and accountability role. Clearly defined Rules of Procedure will also protect the Commission legally. These Rules of Procedure will set clear expectations and will clarify roles for Commissioners and staff alike.

Enclosed for your review and comment is the first draft of the MHSOAC's proposed Rules of Procedure. This document will be the basis for a large part of our discussion at the March Strategic Planning Meeting.